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April 12, 1990

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PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Bradley B. Brooks, Esquire
Senior Assistant General Counsel
Philip Morris International Inc.
120 Park Avenue
23rd Floor
New York, New York 10017

Records Management Questionnaires

Dear Bradley:

I enclose copies of the questionnaire responses we have received most recently. The following tables are cumulative, reflecting all questionnaire responses received to date:

Philip Morris International Inc.
(43 questionnaires distributed)

1. S. Bornhuetter, Philip Morris Duty Free Inc.;
2. Darienne Dennis and Robert Kaplan, Corporate Affairs, Managers of Communications;
3. Addendum to R. Kaplan's submission for Corporate Affairs;
4. Cynthia von Maerestetten, Corporate Affairs, Director of Public Affairs;
5. Mara Nathanson and Nancy Clipper, Personnel Assistant and Personnel Manager;
6. Laura Labbate, Personnel, Administrator, Compensation & Benefits;

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Source: https://www.industrydocuments.ucsf.edu/docs/kydk0000

7. Bernard Beaurpere, Personnel, Vice President;
8. Carol Young, Personnel, Manager, Worldwide Expatriate Programs;
9. Jo-Ann D'Angelo, Personnel, Manager, Compensation & Benefits.

Latin America/Iberia Region
(16 questionnaires distributed)

1. Marc S. Goldberg, President, Latin America/Iberia Region;
2. Sandy Marin, Latin America Marketing Services;
3. Benjamin Zadoff, Latin America Finance and Planning (2 responses received);
4. John Behan, Director of Personnel, Latin America Personnel;
5. Tom Alabaster, Human Resources Manager, Latin America Personnel;
6. Edgardo G. Santiago, Controller, Latin America Controller's Department;
7. Edgardo G. Santiago, Controller, Latin America Controller's Department (submission for Salvador Rivera, who is no longer with Philip Morris International).

The following tables represent all questionnaires that were distributed at our meeting Thursday, February 22, 1990. These questionnaires were based on existing retention schedules and the authorizing signatures for these retention schedules:

Philip Morris International
Index to Records Retention Schedules
and Questionnaires Distributed

	Department	Authorization	Returned
1.	PRES. & CHIEF EXEC. OFFICER	G. Bible	No
2.	EXECUTIVE VICE PRESIDENT	W. Webb	No
3.	SR VP FINANCE	T. Kearns	No
4.	CONTROLLER	F. Toscano	No
5.	DIR OF FIN/CREDIT ADMIN	C. Schraut	No

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	Department	Authorization	Returned
6.	DIR OF FIN/TREASURER	A. Engel	No
7.	DIR OF FIN & TREASURER	J. Kramer	No
8.	DIR OF FINANCE	A. Trachtman	No
9.	DIR OF FIN/MGR ACCOUNTING RESEARCH	J. Manfredi	No
10.	HEADQUARTERS ACCOUNTING	K. Whitehoine	No
11.	HEADQUARTERS ACCOUNTING	B. Mulligan	No
12.	HEADQUARTERS ACCOUNTING	W. Martens	No
13.	FINANCIAL CONTROLS	D. Anziska	No
14.	BUDGETING	R. Larsen	No
15.	ICS MANAGEMENT	J. Clark	No
16.	ICS MANAGEMENT	R. Aulet	No
17.	HQTS SYSTEM DEVELOPMENT	E. Remin	No
18.	HQTS SYSTEM DEVELOPMENT	S. Calko	No
19.	HQTS SYSTEM DEVELOPMENT	E. Koenig	No
20.	HQTS SYSTEM DEVELOPMENT	M. Connor	No
21.	HQTS SYSTEM DEVELOPMENT	G. Turkington	No
22.	TECH SVC-SECURITY & ADMIN	H. Wang	No
23.	TECH SVC-SECURITY & ADMIN	S. Hunt	No
24.	ICS COMPUTER TECHNOLOGY	P. Friedman	No
25.	ICS REGIONAL SUPPORT	M. Basanta	No
26.	CORPORATE AFFAIRS - SR. VP CORP. AFFAIRS	A. Whist	No

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	Department	Authorization	Returned
27.	CORPORATE AFFAIRS - DIRECTOR OF COMM.	D. Harris	Yes
28.	US EXPORT LOGISTICS & CUSTOMER SERVICE	A. Golay	No
29.	US EXPORT LOGISTICS & CUSTOMER SERVICE	F. Koepke	No
30.	US EXPORT LOGISTICS & CUSTOMER SERVICE	V. Charles	No
31.	US EXPORT LOGISTICS & CUSTOMER SERVICE	E. Cermack - S. Fitzsimmons	No
32.	US EXPORT LOGISTICS & CUSTOMER SERVICE	S. Fitzsimmons	No
33.	US EXPORT LOGISTICS & CUSTOMER SERVICE	E. Cermack	No
34.	US EXPORT LOGISTICS & CUSTOMER SERVICE	E. Bruehert	No
35.	PERSONNEL	B. Beaurpere	Yes
36.	PERSONNEL	A. Skillin	Yes?
37.	MARKETING ADMINISTRATION - VP MARKET SVS.	E. Butson	No
38.	MARKETING STATISTICAL ANALYSIS	F. Caton	No
39.	PLANNING	M. Buss	No
40.	PLANNING	L. Rumble	No
41.	PLANNING (BUSINESS DEVELOPMENT)	K. Grant	No
42.	DUTY FREE SALES	H. Quick	Yes
43.	COORDINATION & SPEC. PROJ	P. Wang	No

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Philip Morris International -
Latin America/Iberia Region
Index to Records Retention Schedules
and Questionnaires Distributed

	Department	Authorization	Returned
1.	LA/I-VP PMI/PRES LA/I	M. Goldberg	Yes
2.	VICE PRESIDENT OPERATIONS	S. Rivera	Yes
3.	LATIN AMERICA FINANCE	P. Hennig	Yes
4.	LATIN AMERICA CONTROLLER	G. Pineyro	~~No~~ Yes
5.	LATIN AMERICA CONTROLLER	H. Falcon	No
6.	LATIN AMERICA CONTROLLER	E. Santiago	Yes
7.	LATIN AMERICA TREASURY	W. Grammas	Yes?
8.	LA/I ADMINISTRATION	R. Hutchinson	Yes
9.	LA/IBERIA VP AREA II	F. Hauser	No
10.	LA/I AREA III	W. Tiernay	No
11.	LA/I CORP. AFFAIRS	F. Moreno	No
12.	LATIN AMERICA ICS	J. Garcia	No
13.	LATIN AMERICA PERSONNEL	J. Behan	Yes
14.	LATIN AMERICA PLANNING	B. Zadoff	No
15.	LA MARKETING	S. Heins	Yes
16.	LA/I EXPORT SALES	R. Colon	No

OK April 26th

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I will update you as new questionnaires arrive. In the meantime, if you have any questions or concerns, please do not hesitate to contact me.

Sincerely yours,

Arthur J. DeBaugh

Arthur J. DeBaugh

Enclosures

cc: Thomas G. Slater, Jr., Esquire (w/o encl.)
Ray V. Hartwell, III, Esquire (w/o encl.)
Axel P. Seyler, Esquire (w/o encl.)

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